



**LEOFF
Regular Meeting
July 7, 2026 - 10:00 AM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair Jim Kelly called the meeting to order at 10:00 a.m.

Board members present on the Zoom call were Chair Pro Tem Bill Petersen, Member Stan Laatsch, Councilmember Hanan Amer, and Councilmember Cheryl Rakes. Staff present on the Zoom call and in person (City Hall Conference Room 3) included Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber. Government Relations Policy Advisor Megan Utemei attended a portion of the meeting.

PUBLIC PARTICIPATION

Board Secretary Norman reported that there were no members of the public present on the Zoom call or in person.

ROLL CALL

All Board members were identified as present.

AGENDA MODIFICATIONS

There were no agenda modifications.

PUBLIC COMMENT

Board Secretary Norman reported that no correspondence was received from the public for this meeting.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

APPROVAL OF MINUTES

A. Approval of the June 2, 2026, LEOFF Board Meeting Minutes

Motion by Councilmember Amer to approve the minutes as published. Second by Chair Pro Tem Petersen.

MOTION PASSED UNANIMOUSLY. 5-0

DISCUSSION ITEMS

ACTION ITEMS

A. Review and approve revised LEOFF Board Policies & Procedures

Motion by Chair Pro Tem Petersen to approve the Policy & Procedure Manual as published. Second by Councilmember Rakes.

During discussion, Councilmember Amer requested that the section headers be revised to use a more neutral font. Member Laatsch proposed removing the word "disability" from the Purpose section on page 3 of the Policy Manual. Member Laatsch also suggested adding a chart or reference in Section 6.11 summarizing historical cost-of-living adjustments (COLAs) and the corresponding reimbursement limits.

During the discussion, Chair Kelly experienced technical difficulties and temporarily disconnected from the meeting. At 10:28 a.m., Chair Pro Tem Petersen assumed the chair and presided over the meeting in Chair Kelly's absence.

Following additional discussion, the Board determined that including a historical COLA reference in section 6.11 was not necessary.

Chair Pro Tem Petersen called for a vote on the motion to approve the Policy Manual, as amended to revise the section headers and remove the word "disability" from the Purpose section on page 3.

MOTION PASSED UNANIMOUSLY. 4-0

UNFINISHED BUSINESS

A. LEOFF 1 Member #464461

Requests approval of dental expenses in the amount of \$360.00 for services received April 16, 2026. This claim was tabled at the May 13, 2026, and June 2, 2026, meetings pending further information.

Motion by Member Laatsch to table the claim for a third time. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0

NEW BUSINESS

A. LEOFF 1 Member #310533

Requests approval of dental expenses in the amount of \$1720.00 for services received June 15, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by

Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0

Following this vote, Chair Kelly rejoined the meeting. Chair Pro Tem Petersen continued presiding over the remainder of the meeting.

B. LEOFF 1 Member #910342

Requests approval of vision and dental expenses in the amount of \$2099.00 for services received June 8, 2026, and June 1, 2026, respectively.

Board members noted a scrivener's error on the claim as listed in the agenda. This claim was submitted for hearing aid and dental expenses.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

C. LEOFF 1 Member #378501

Requests approval of dental expenses in the amount of \$2054.20 for services received May 6, 2026, and May 13, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

D. LEOFF 1 Member #378501

Requests approval of dental expenses in the amount of \$462.60 for services received June 12, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

E. LEOFF 1 Member #629199

Requests approval of dental expenses in the amount of \$610.50 for services received May 15, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

F. LEOFF 1 Member #629199

Requests approval of dental expenses in the amount of \$121.00 for services received May 29, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

G. LEOFF 1 Member #629199

Requests approval of dental expenses in the amount of \$1221.00 for services received June 27, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

H. LEOFF 1 Member #596469

Requests approval of medical expenses in the amount of \$395.00 for services received March 16, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

I. LEOFF 1 Member #596469

Requests approval of medical expenses in the amount of \$19.49 for services received April 21, 2026.

Motion by Councilmember Amer to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

J. LEOFF 1 Member #596469

Requests approval of dental expenses in the amount of \$201.00 for services received May 21, 2026.

Motion by Councilmember Amer to approve the claim as submitted. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

K. LEOFF 1 Member #596469

Requests approval of vision expenses in the amount of \$750.00 for services received June 17, 2026.

Motion by Councilmember Rakes to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

L. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$2443.70 for home health care services received May 4, 2026, through May 17, 2026.

Motion by Chair Kelly to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

M. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$534.55 for home health care services received May 18, 2026, through May 24, 2026.

Motion by Councilmember Amer to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

N. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$1304.25 for home health care services received May 28, 2026, through June 21, 2026.

Motion by Councilmember Amer to approve the claim as submitted. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 5-0

O. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$667.74 for home health care supplies purchased between May 24, 2026, and June 10, 2026.

Motion by Chair Kelly to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

ADJOURNMENT

At 10:46 a.m., Chair Kelly resumed presiding over the meeting. Chair Pro Tem

Petersen briefed Chair Kelly on the action taken during his temporary absence.

There being no further business to come before the Board, the meeting was adjourned at 10:48 a.m.

APPROVED this 4th day of August, 2026.

Jim Kelly, Chairman

Samantha Norman, Board Secretary